

CIVIC ARTS PROGRAM: CIVIC CENTER GALLERY

Encinitas City Hall

505 S. Vulcan Avenue, Encinitas, CA 92024. (760) 633-2600

Hours: Monday-Friday from 7:30am-5:30pm. Closed on alternating Fridays.

EncinitasCA.gov/VisualArt



City Hall Main Entrance

INSTALLING THE ARTWORK

- The exhibit will be installed by the artist and the City staff.
- Artist will make certain to have enough artworks for the gallery (2D: 25-30 pieces for walls, 3D: 12-20 for case). Artist is expected to provide artwork to fill the space.
- The artist is responsible for visiting the venue ahead of time and developing a layout where the artwork is to be placed in the gallery based on the gallery dimension information.
- The artist will provide 2" x 3.5" wall signs (business card size), or tent cards for cases, on white paper for each artwork. Wall signs are placed to the bottom right of each artwork. The City provides the adhesive. Include the following: *Title*; media, year; artist name; price or NFS (not for sale); how to contact the artist (phone, email, website).
- The front wall of the gallery has an abundance of natural sunlight with a halogen lighting system for evening viewing. The hallways have fluorescent fixtures.
- The artists must sign a Waiver including a list of artwork in the exhibit.
- All artwork must remain in the gallery for the duration of the exhibit.

ARTIST RECEPTION

- The artist must participate in Art Night Encinitas, the City's bi-monthly artist reception for all artists currently exhibiting in the civic art galleries. Art Night Encinitas takes place on a Saturday from 6-9pm.

ART SALES

- All income from the sale of art goes to the artist, no commissions are retained by the City. The exhibition opportunity is a service to local artists.
- Artists are encouraged to be flexible in pricing given there is no gallery commission—affordably priced artwork sells well.

PUBLICITY

- The artist promotes the exhibit to the media, clients and friends—a Media Contact List is available from City staff. Reporters respond well to artists and will often write a story. Give them a call and discuss your art with them.
- Exhibit information is included in the City's weekly e-newsletter to the community, the monthly Encinitas Arts & Events Calendar, the City website calendar and the City's visual art webpages.
- City staff will make an exhibit poster for the gallery using images submitted by the artist. The poster can be given to the artist after the exhibit closes.

REMOVING THE ARTWORK

- The artist will remove artwork at 9AM on the designated date, unless scheduled otherwise.

GALLERY DIMENSIONS

See diagrams for specifics.

WALLS

- The gallery is equipped with an art hanging system. Each cable will support up to 70 lbs. Two small artworks may be hung vertically on one cable.
- Each artwork must have wire on the back for hanging and be clean and ready for installation. No alligator hooks or metal d rings. Attach taut picture hanging wire so that the wire will remain approximately 2" below the top of the piece when hung.

82 linear feet of wall space, hanging hardware 9'5" or 7'8" from floor:

North Wall:

1. 4'8" wide x 7'8" high
2. 4'8" wide x 7'8" high
3. 14'5" wide x 9'5" high

Northeast Corner:

4. 2'9" wide x 7'8" high
5. 3' wide x 7'8" high
6. 7'2" wide x 7'8" high
7. 2'10" wide x 9'5" high
8. 3'6" wide x 9'5" high
9. 4' wide x 9'5" high

South Wall:

10. 7'4" wide x 9'5" high

East Wall (Front):

11. 28' wide x 9'5" high

CASE

- All artwork must be inside the case which locks and has adjustable glass shelves.
- The exhibit case is outfitted with an LED art lighting system.
- Dimensions: 9'8" wide x 5'6" high x 16" deep

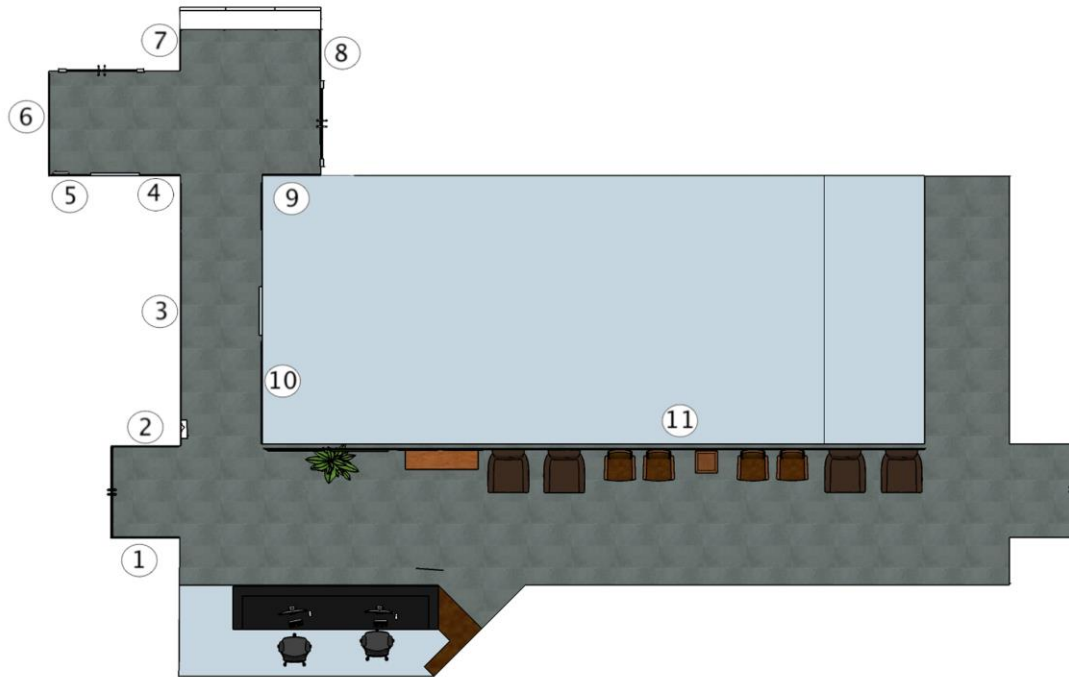
CONTACT : Brigid Parsons, Arts Program Assistant, bparsons@encinitasca.gov, (760) 633-2748
Parks, Recreation and Cultural Arts Department, 505 S. Vulcan Avenue Encinitas, CA 92024



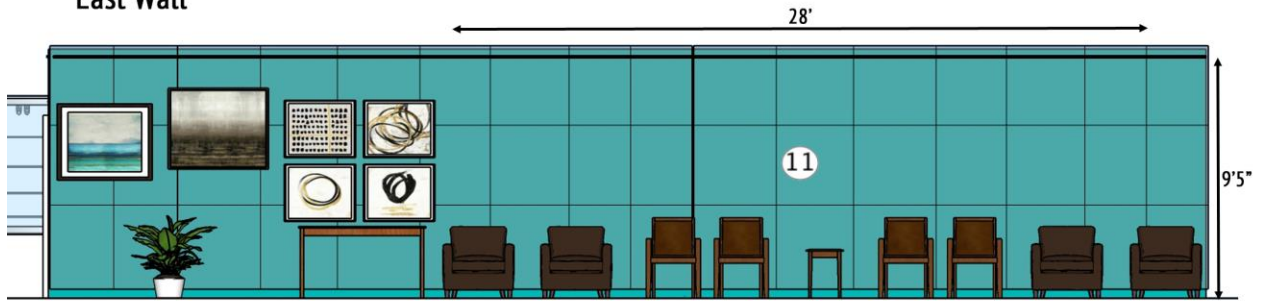
PARKS, RECREATION
AND CULTURAL ARTS

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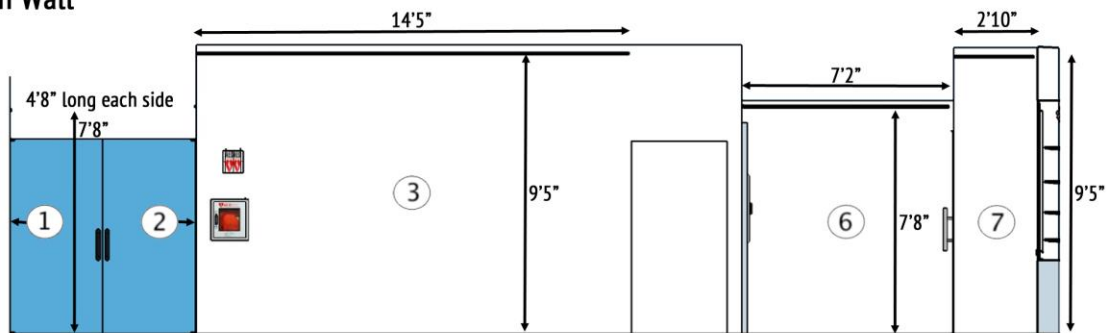
EXHIBIT WALLS



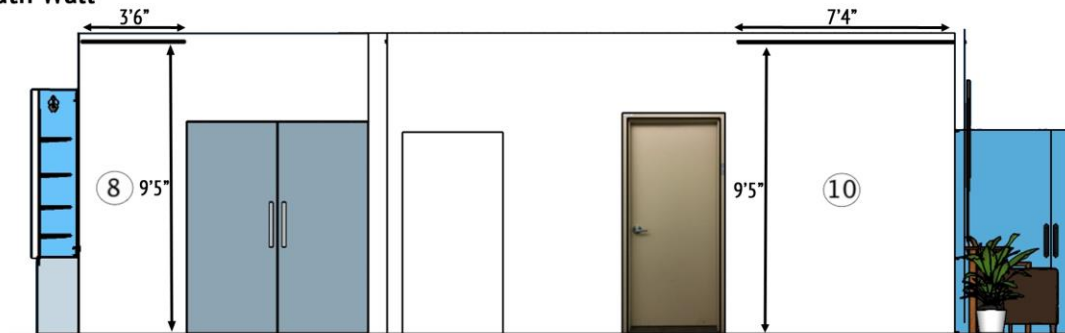
East Wall



North Wall



South Wall



West Wall

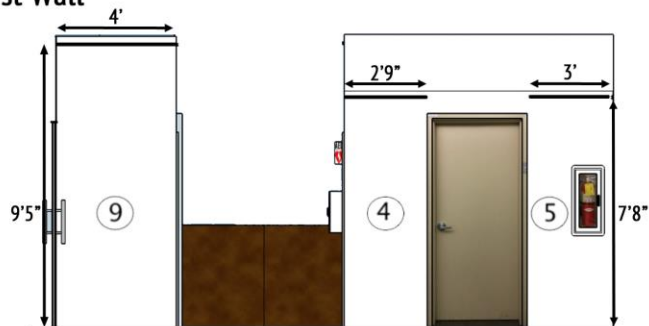


EXHIBIT CASE

